



JOB DESCRIPTION

JOB TITLE:	Caretaker
PLACE OF WORK:	Martock
SPINE POINT:	SCP Range 1-6 (£10.53-£11.42 p/h)
HOURS OF WORK:	20 hours as specified in contract as required Monday to Sunday. Required to work additional hours, as necessary.
REPORTS TO:	Operations Manager

A Main Purpose of the Job

To prepare the Pavilion, Market House and Recreation Ground facilities for hirers and to undertake planned and responsive maintenance and cleaning.

B Areas of Day-to-Day Responsibility

- Ensure that the buildings are cleaned and maintained to the highest standards at all times
- Provide excellent customer care to users and hirer of the building
- Ensure all Health and Safety requirements are complied with

C Summary of Responsibilities and Duties of the Job

1. To ensure that the arrangements requested by hirers are available for their booking and to carry out any necessary cleaning activities either before or after an event.
2. Responsible for the security of the building, safe custody of furniture, fittings, and decoration of the Pavilion, reporting any damage to the Operations Manager and to undertake repairs, as necessary.
3. Responsible for carrying out the required safety checks of the building prior to any commencement of the hire. Where necessary taking the necessary action to resolve any breach as soon as possible and/or to report the matter to the Operations Manager.
4. To enforce the prevailing terms and conditions relating to the use of the Pavilion.
5. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.
6. To contribute to the maintenance and cleaning (both internal and external), to carry out any necessary monitoring of facilities and that all systems are working correctly and within prescribed parameters to ensure that the building and all facilities are clean and safe to use.

7. To act at all times in a manner which will not bring the Council into disrepute.
8. Be prepared to take own initiative in dealing with emergencies by contacting the appropriate contractor(s) or to provide an alternative solution to ensure the security of the building.
9. To carry out such other duties and responsibilities as may reasonably be required.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, parishioners, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings or sites
All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Martock Parish Councils Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and yearly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive one to one meetings your line manager.

Contact to Apply

For an informal discussion please contact the Market House on 01935 821899 or email operations@martock-pc.gov.uk.

Application forms are available on our website www.martock-pc.gov.uk

Closing date 10th July 2023 or earlier subject to suitable candidate appointed prior to closing.